



**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
TPSGC.PADGTLPRCRecSoum-APTMDLPBidRec.  
PWGSC@tpsgc-pwgsc.gc.ca

Or see clause 2.2 of the RFP

**REQUEST FOR PROPOSAL**  
**DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> DND Accommodation Services in Japan	
<b>Solicitation No. - N° de l'invitation</b> W0133-190207/A	<b>Date</b> 2019-08-08
<b>Client Reference No. - N° de référence du client</b> W0133-190207	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-015-77566	
<b>File No. - N° de dossier</b> lp015.W0133-190207	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-08-23</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Dumoulin Daguilh, Mireille	<b>Buyer Id - Id de l'acheteur</b> lp015
<b>Telephone No. - N° de téléphone</b> (613) 407-4443 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE BLDG 171 19 WING COMOX P.O.BOX 1000 STN MAIN LAZO British Columbia V0R2K0 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services d'approvisionnement en voyage  
L'Esplanade Laurier, East Tower 7t  
L'Esplanade Laurier, Tour est 7e é  
140 O'Connor, Street,  
140 O'Connor, rue O'Connor,  
Ottawa  
Ontario  
K1A 0R5

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

**REQUEST FOR PROPOSAL (RFP)  
FOR ACCOMMODATION SERVICES IN SUPPORT OF  
OP NEON  
FOR THE DEPARTMENT OF NATIONAL DEFENCE (DND)**

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Canadian Armed Forces (CAF) has a requirement for Hotel Services in Okinawa, Japan, in support of OP NEON, from 30 September to 24 November 2019. Fifty (50) personnel will need accommodations (single bedrooms) on the local economy for a period of up to fifty-five (55) days. Approximately 2,341 room nights will be required for those services.

More details are provided in Annex "A" – Statement of Work.

### **1.2 Debriefings**

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Canadian Free Trade Agreement (CFTA), the Canadian Chile Free Trade agreement (CCFTA), Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), Canada Korea Free Trade Agreement (CKFTA) and the Canada Ukraine Free Trade Agreement (CUFTA),

## **PART 2 - BIDDER INSTRUCTIONS**

### **2.1 Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The [2003](#) (2019-03-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2.2 Submission of Bids**

Bids must be submitted only to the Public Works and Government Services Canada (PWGSC) Attn: Mireille Dumoulin Daguilh, [TPSGC.PADGTLPreSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.PADGTLPreSoum-APTMDLPBidRec.PWGSC@tpsgc-pwgsc.gc.ca) by the date and time indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to PWGSC will not be accepted.

### **2.3 Former Public Servant**

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable

the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes ( ) No ( )**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

### Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes ( ) No ( )**

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;

- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than 5 calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

## **2.5 Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario, Canada.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid (1 electronic copy);

Section II: Financial Bid (1 electronic copy);

Section III: Certifications (1 electronic copy);

Section IV: Additional Information (1 electronic copy).

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

#### **Section I: Technical Bid**

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **3.1.1 Electronic Payment of Invoices – Bid**

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex “C” Electronic Payment Instruments, to identify which ones are accepted.

If Annex “C” Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

### **Section III: Certifications**

Bidders must submit the certifications and additional information required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

Bids must comply with all terms and conditions of this Request for Proposal, including Mandatory technical Criteria in Annex “E” Technical Mandatory Criteria, to be considered responsive.

A bid that fails to meet all mandatory requirements of this RFP shall be disqualified from the bidding process and be given no further consideration.

A bid in which all the mandatory criteria have been met will proceed to the financial evaluation stage.

#### **4.1.2 Financial Evaluation**

SACC Manual Clause [A0222T](#) (2014-06-26), Evaluation of Price – Canadian/Foreign Bidders

### **4.2 Basis of Selection**

A bid must comply with all mandatory technical evaluation criteria of the bid solicitation to be declared responsive. The responsive offer with the lowest evaluated price (in Annex B, Basis of Payment) will be recommended for award of a Contract.

The final number of required guestrooms could vary based on Client final requirement.

If no bidders offer to provide all accommodations under one establishment, multiple contracts may be awarded.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

## 5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certifications as part of their bid.

### 5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

## 5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

## 6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

## 6.2 Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A".

## 6.3 Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) issued by Public Works and Government Services Canada.

### 6.3.1 General Conditions

[2010C](#) (2018-06-21), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

## 6.4 Term of Contract

### 6.4.1 Period of the Contract

The period of the Contract is from the issuance of the contract until January 24, 2020 inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name : Mireille Dumoulin Daguilh  
Title : Supply Specialist  
Department : Public Works and Government Services Canada  
Acquisitions Branch  
Division : Travel Procurement Services Division - LP  
Address : Building Esplanade Laurier, East Tower  
140 O'Connor Street, 7<sup>th</sup> floor St 013 Ottawa, ON, K1A 0R5  
Telephone : 613-407-4443  
E-mail address : [mireille.dumouлиндaguilh@tpsgc-pwgsc.gc.ca](mailto:mireille.dumouлиндaguilh@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

### 6.5.2 Project Authority

The Project Authority for the Contract is: ***"To be inserted at Contract Award"***

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

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File No. - N° du dossier  
Ip0015. W0133-190207

Buyer ID - Id de l'acheteur  
Ip0015  
CCC No./N° CCC - FMS No./N° VME

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Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

### **6.5.3 Contractor's Representative "To be inserted at Contract Award"**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_\_  
Facsimile: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

### **6.6 Proactive Disclosure of Contracts with Former Public Servants**

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

### **6.7 Payment**

#### **6.7.1 Basis of Payment – Firm Price**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit prices as specified in Annex B – Basis of Payment. Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.2 Limitation of Price**

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

#### **6.7.3 Method of payment – Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.7.4 Electronic Payment of Invoices – Contract**

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

***To be inserted at contract award***

#### **6.8 Invoicing Instructions**

The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the following address for certification and payment:

***To be inserted at contract award***

- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

#### **6.9 Certifications and Additional Information**

##### **6.9.1 Compliance**

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

#### **6.10 Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_ (***To be inserted at contract award***).

#### **6.11 Priority of Documents**

If there is a discrepancy between the wordings of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- a) the Articles of Agreement;
- b) the General Conditions 2010C (2018-06-21);
- c) Annex A, Statement of Work;
- d) Annex B, Basis of Payment;
- e) Annex C, Electronic Payment Instruments;
- f) Annex D, Information and Contact;

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Buyer ID - Id de l'acheteur  
Ip0015  
CCC No./N° CCC - FMS No./N° VME

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g) the Contractor's bid dated \_\_\_\_\_. (***To be inserted at contract award***).

#### **6.12 Insurance - No Specific Requirement**

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

#### **6.13 Renovation Work**

The Contractor agrees to give thirty (30) days' notice to any construction or alteration work to be performed on the property that could interfere with the safety and / or comfort of the participants. In such event, Canada may terminate the Contract at any time without liability or cancellation fees. If Canada chooses to terminate this Contract under this provision, the Contractor shall, if requested by Canada, employ, to the best of its ability, to assist Canada in locating an alternative facility with comparable equipment at a comparable price and offset the additional costs incurred by Canada to relocate accommodation services.

## ANNEX "A"- STATEMENT OF WORK

### 1. Purpose

1.1 The purpose of this Statement of Work (SOW) is to obtain Hotel Services in support of the Canadian Armed Forces (CAF) OP NEON – 30 September to 24 November 2019.

### 1.2 Background

The CAF will be participating in an operation in Okinawa, Japan between the dates of 30 September to 24 November 2019. Fifty (50) personnel will need accommodations on the local economy for a period of fifty-five (55) days.

### 1.3 Terminology

- 1.3.1. Single Occupancy: A single occupancy room means at least one bed. Each bed must be a double bed or larger.
- 1.3.2 Incidentals are defined as:
- a. Telephone charges;
  - b. Food and beverage charges;
  - c. Minibar charges;
  - d. Charges for damages; and
  - e. Other incidentals that a CAF member can personally incur.

### 2. Scope of Work

#### 2.1 Tasks

The Contractor must provide single occupancy accommodations for fifty (50) people from 30 September to 24 November 2019.

#### 2.2 Technical Requirements

The Contractor must provide with the following minimum requirements for accommodations. Those that exceed these requirements will be considered:

- 2.2.1 Single occupancy rooms must be equipped with one (1) double bed or larger. A sofa bed or cot will not be acceptable;
- 2.2.2 General room cleaning service must be performed on a daily basis. Minimum standard requires bed made, garbage bins cleared of trash, and fresh towels;
- 2.2.3 Fresh towel service, shampoo and soaps sufficient for the personnel in each room must be provided on a daily basis;
- 2.2.4 At least one (1) sanitized (clean or disinfected) drinking glass in the room must be provided daily;
- 2.2.5 Bedding exchange must occur on a weekly basis at minimum;
- 2.2.6 Private full bath with minimum of a toilet, sink and shower;

- 2.2.7 Safes must be made available within the room or at a minimum at the front desk for CAF personnel storage only;
- 2.2.8 Alarm Clock or easy access to a reliable wake-up call services;
- 2.2.9 At least two (2) electrical outlets;
- 2.2.10 In-room telephone capable of making unlimited local calls;
- 2.2.11 Rooms and common areas must have Wi-Fi;
- 2.2.12 Rooms must meet the local government's standards for hygiene and sanitation;
- 2.2.13 Rooms must be non-smoking;
- 2.2.14 Rooms must have air conditioning;
- 2.2.15 Parking must be included on site for up to seventeen (17) vehicles for the duration of the contract. Parking spaces must be within the vicinity of the hotel(s) and no more than a five (5) minute walk from the front entrance of the hotel. Parking spaces must be large enough to accommodate a variety of rental vehicles including but not limited to, mini-vans and mid-sized vehicles;
- 2.2.16 Access to faxing/printing facilities must be available on-site;
- 2.2.17 Rooms must have an empty bar size refrigerator;
- 2.2.18 Rooms must be equipped with serviceable television with remote control and cable;
- 2.2.19 Rooms must be equipped with coffee machine with available coffee and tea;
- 2.2.20 The hotel(s) must be capable of providing access to a laundry service or facilities as required. Individual CAF personnel will be responsible to pay for their own laundry;
- 2.2.21 The Hotel must have an onsite restaurant OR offer continental breakfast included in the hotel rate for morning meals;

### **2.3 Contractor responsibilities**

- 2.3.1 The Contractor must establish an English speaking Point of Contact (POC) on site, to provide customer service on a twenty-four (24) hour basis, seven (7) days per week;
- 2.3.2 Contractor must provide CAF personnel access to all amenities for the duration of the contract dates, including on site fitness facility, swimming pool etc... at no additional cost;
- 2.3.3 CAF will report any damage to rooms to the identified POC for investigation. Individuals found responsible for damage caused to the property will be responsible to pay the charges. All charges for damages will not form part of this contract and will be settled outside of this contract.

### **2.4 CAF responsibilities**

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- 2.4.1 The CAF will notify the Contractor of irregular service issues if/when they arise. An example of an irregular service issue includes changes in the total number of people expected;
  - 2.4.2 The CAF will advise the Contractor immediately upon discovery of any damages to rooms;
  - 2.4.3 The CAF POC will assist with booking requirements, changes and any additional administrative requirements. The Technical Authority (TA) will be responsible to provide a list of the names of the personnel utilizing the accommodation at least 48 hrs prior to the occupancy dates;
  - 2.4.4 The CAF will give the Contractor twenty four (24) hours' notice of when service dates may need to be amended due to flight delays;
  - 2.4.5 The CAF will give the Contractor forty eight (48) hours' notice of when services requested may need to be cancelled. For less than forty eight hours' notice, CAF will pay a penalty of one night per cancelled room.

## 2.5 Constraints

- 2.5.1 The Contractor must ensure that CAF personnel are not relocated to another room during their stay unless it becomes necessary as a result of a maintenance issue;
- 2.5.2 Rooms must be in same building or, if required to be in different buildings, in a group of twenty-five (25) and twenty-four (24) or less if third location required;
- 2.5.3 The hotel must be located no farther than ten (10) kilometers driving distance from Bldg 160, Kadena Air Base, JPN;
- 2.5.4 Accommodations cannot have ongoing construction (Renovation work) taking place within or on grounds and must be located in a safe and quiet environment to allow rest for shift-workers (higher floors preferred);
- 2.5.5 Facilities with more than 4 floors are required to have working elevators;
- 2.5.6 The hotel(s) must provide early check-in and late check-out as required to accommodate flight schedules and flight changes. If not feasible, the hotel must provide a secured luggage storage area.

## 2.6 Incidental Charges

- 2.6.1 Additional room charges including personal phone charges, room service, and movie rentals/pay per view will be charged to the individual(s) and will not form part of this contract;
- 2.6.2 Any damage to rooms will be reported to the identified POC for investigation. Individuals found responsible for damage caused to hotel property will be responsible to pay the charges. All charges for damages will not form part of this contract and will be settled outside of this contract.

## 3. Deliverables

- 3.1 The Contractor must provide the services detailed in this Statement of Work.

### ANNEX "B"- BASIS OF PAYMENT

The Bidder must provide accommodation services in accordance with Annex A, Statement of Work at the following rates. Cost for all services stipulated in Annex A, Statement of Work, **must be included in room price.**

Basis of payment will be firm daily rate per room in Yens (JPY), applicable taxes are extra.

#### OCCUPANCY & PARKING PRICE

Bidder must fill the table below according to hotel room availability:

Check-in 2019	Check-out 2019	Estimated number of rooms (a)	Estimated number of nights (b)	Daily rate (in JPY) (c)	Total estimated value (in JPY) (a*b*c)	
<b>Single Occupancy (1 bed)</b>						
30-Sep	24-Nov	4	55	¥ _____	¥ _____	
02-Oct	22-Oct	1	20	¥ _____	¥ _____	
02-Oct	24-Nov	21	53	¥ _____	¥ _____	
06-Oct	23-Nov	19	48	¥ _____	¥ _____	
16-Oct	23-Nov	1	38	¥ _____	¥ _____	
08-Nov	23-Nov	2	15	¥ _____	¥ _____	
20-Nov	24-Nov	2	4	¥ _____	¥ _____	
Total Single Occupancy					¥ _____	
<b>Double Occupancy (2 beds)</b>						
		0		¥ _____	¥0.00	
Total Double Occupancy					¥0.00	
Total estimated value of accommodations including fees and <u>without</u> applicable taxes:					¥ _____	
Total estimated value of accommodations <u>with</u> applicable taxes & fees:					¥ _____	
<b>PARKING REQUIREMENTS</b>						
Should parking not be included in the room price, please indicate parking price below:						
Arrival	Departure	Estimated number of vehicles	Estimated number of nights (a)	Number of Parking Spots (b)	Daily rate (in JPY) (c)	Total estimated value (in JPY) (a*b*c)
30-Sep	24-Nov	17	55	17	¥ _____	¥ _____
Total estimated value of parking <u>without</u> applicable taxes:					¥ _____	
Total estimated value of parking <u>with</u> applicable taxes:					¥ _____	
<b>Total estimated value of Accommodations and Parking including fees and <u>without</u> applicable taxes:</b>					<b>¥ _____</b>	
<b>Total estimated value of Accommodations and Parking <u>with</u> all applicable taxes &amp; fees:</b>					<b>¥ _____</b>	

- Estimated room nights: 2,341
- **Note:** All fees and applicable taxes will be used for financial evaluation.

#### Taxes and Fees

Indicate % of applicable Federal Tax : \_\_\_\_\_  
Indicate % of applicable State : \_\_\_\_\_  
Indicate % of applicable Local Tax : \_\_\_\_\_  
Indicate % of applicable accommodation tax : \_\_\_\_\_  
Indicate other applicable fees : \_\_\_\_\_

Solicitation No. - N° de l'invitation  
W0133-190207/A  
Client Ref. No. - N° de réf. du client  
W0133-190207

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip0015. W0133-190207

Buyer ID - Id de l'acheteur  
Ip0015  
CCC No./N° CCC - FMS No./N° VME

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**ANNEX "C" to PART 3 OF THE BID SOLICITATION  
ELECTRONIC PAYMENT INSTRUMENTS**

*The Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.*

The Bidder accepts any of the following Electronic Payment Instrument(s):

- VISA Acquisition Card;
- MasterCard Acquisition Card (*Most preferred option*);
- Direct Deposit (Domestic and International);

Solicitation No. - N° de l'invitation  
W0133-190207/A  
Client Ref. No. - N° de réf. du client  
W0133-190207

Amd. No. - N° de la modif.  
File No. - N° du dossier  
Ip0015. W0133-190207

Buyer ID - Id de l'acheteur  
Ip0015  
CCC No./N° CCC - FMS No./N° VME

## ANNEX "D"- INFORMATION AND CONTACTS

### 1. Bidder Information

Name:	
Position/title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	

### 2. Accommodation Company Information

Company legal name:	
Company operating name:	
Street address:	
City:	
Province/ State:	
Postal /Zip or Area Code:	
Direct phone number:	
Fax number:	
Toll free number:	
Reservation phone number:	
Reservation e-mail address:	
Website address:	
Procurement Business Number (PBN), if any:	

**Note: Procurement Business Number** (PBN) for Canadians Bidders only

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before issuance of a standing offer. Suppliers may register for a PBN in the Supplier Registration Information service on line at:

<https://srisupplier.contractsCanada.gc.ca/index-eng.cfm?af=ZnVzZWZjZGlvdj1yZWdpc3Rlci5pbmRybyZpZD0x&lang=eng>

For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent

## ANNEX "E"- MANDATORY TECHNICAL EVALUATION CRITERIA

### 1. GENERAL

Bidders will be assessed in accordance with the criteria detailed in this document. All mandatory requirements must be met.

### 2. PROPOSAL REQUIREMENTS

The Bidder should provide a completed Compliance Matrix (see below). Canada reserves the right to verify all other mandatory requirements included in Annex "A", Statement of Requirement. Bidders must comply with all requirements stated in Annex "A".

### 3. MANDATORY REQUIREMENTS

Mandatory Criteria Requirements	Met	Not Met	Comments
1. Accommodations must be no farther than 10 KM from Bldg 160, Kadena Air Base.			
2. Rooms must be equipped with safe.			
3. Accommodations must have available parking for up to seventeen (17) vehicles.			
4. Must have 48 hr cancellation with no cost.			
5. Rooms must be equipped with bar sized refrigerator.			
6. Accommodations must be equipped with Wi-Fi.			
7. Hotel must provide private full bath with minimum of a toilet, sink and shower, in each bedroom.			
8. Access to faxing/printing facilities must be available on-site.			
9. The Contractor must establish an English speaking POC to provide customer service on a twenty-four (24) hour basis, seven (7) days per week.			